

## How to register for an eservices account

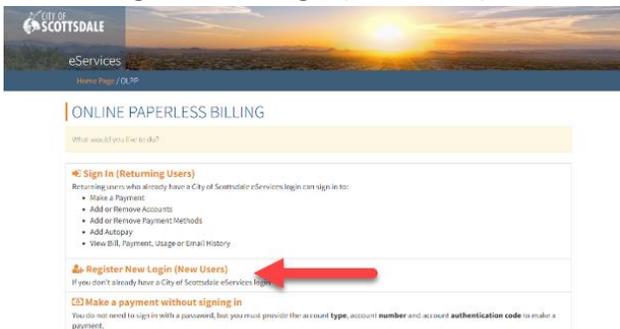
1. Click on the link below.

[City of Scottsdale - Utility Billing \(scottsdaleaz.gov\)](http://scottsdaleaz.gov)

2. Click on **Register New User**



3. Click on **Register New Login (New Users)**



4. Fill out the information and click **Register**.

The screenshot shows the registration form for a new user. The form includes fields for Email, Prefix, Suffix, First Name, Middle Name, Last Name, Phone Type, Phone Number, Address Type, Address Name, Company Name, Address Line 1, Address Line 2, City, State (ARIZONA), and Postal Code Plus. There are also fields for Password and Confirm Password. A red arrow points to the 'Register' button at the bottom of the form.

## Add your Utility Account

1. Enter your Account Number and House Number (number only, not the street name) or your PIN.

Enter Your Account/Customer Number ?

Enter Your House Number (ex. 1234) or PIN ?

2. Acknowledge that bills will no longer be mailed, they will be emailed to your email address.

**!** Utility accounts will **no longer** receive a paper bill. **Click Acknowledge to continue**  
This option can be changed in Account Preferences after the account has been added.

[Acknowledge](#)

## Add Autopay

1. Click on **Add Autopay**

The screenshot shows a utility account management page. At the top, there is a navigation bar with 'Home Page / Account Detail' and a 'Log Out' button. Below this is a menu with 'Accounts', 'Bank Profiles', 'Notifications', and 'Help'. The main content area shows the account name 'utility-' and a search bar with 'WaterSmart' and '\$ Pay' buttons. The account details include 'Account # (Utility)' and 'SAMPLE ACCOUNT: 1234 SAMPLE WAY'. On the right, there are links for 'Usage History', 'Account Preferences', 'Rename Account', and 'Remove Account'. The account balance is shown as 'Total Account Balance \$1,500.00', 'Last Payment Amount: \$1,803.91', and 'Last Bill Amount: \$1,803.91'. The due date is '10/26/2022', the last payment date is '10/10/2022', and the last bill date is '10/6/2022'. At the bottom, there is an 'AutoPay Off Add AutoPay' button and a 'Bill History Show All' button. A red callout box points to the 'Add AutoPay' button with the text 'Click on Add Autopay'.

2. Fill out the information for your Autopay Option, Scottsdale Cares and Bank information. Then Select **Submit** at the bottom of the form.
3. Your Autopay will schedule your next bill for automatic payment.
4. If you have a current balance, you will need to make a onetime payment using the green pay button.

[\\$ Pay](#)